



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

POSITION TITLE:	Port Operative
REPORTS TO:	Assistant Operations Supervisor
DIVISION:	Growth and Operations
LOCATION:	King Island
CONDITIONS:	Casual (TasPorts Enterprise Agreement 2022, or its successors)

PURPOSE OF THE POSITION

The purpose of this position is to provide day-to-day on ground support for operational issues associated with shipping movements and to provide high quality maintenance and repairs to property, plant and equipment at TasPorts King Island facilities.

KEY DUTIES

- Undertake all repair and maintenance requirements of appropriate infrastructure, plant and equipment in a timely and efficient manner;
- Provide a wide range of operational services to port clients;
- Effective operation of plant, equipment and machinery within levels of competence and certification;
- Undertake stevedoring activities as required;
- Assist with the berthing and letting go of vessels;
- Undertake security duties as required;
- Undertake administration as required to perform the role (ie purchase orders/requisitions);
- Undertake coxswain duties on the lines boat as required;
- Slip boats at Currie and carry out routine maintenance;
- Comply with TasPorts health, safety and environment policies and employee safety rules; undertaking risk assessments, reporting all incidents and hazard and implementing risk controls as necessary; and
- Perform other duties as required in accordance with qualifications and competence.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

Reporting to the Assistant Operations Supervisor, this position will be subject to general supervision within the framework of defined procedures and work schedules. The incumbent must demonstrate the required skills and knowledge to perform their duties. The incumbent must demonstrate good interpersonal, stakeholder liaison and communication skills. The incumbent should possess the ability to manage multiple tasks and supervise other port operatives when required.

TasPorts Health, Safety and Environment Responsibility and Authority

Refer to section 4.7 of the *HSE Responsibility & Authority Procedure*.

Supervisory Responsibility

Nil

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Demonstrated experience and competence in general civil related construction and maintenance activities.
2. Demonstrated experience in the operation and maintenance of civil related plant and equipment.
3. Proven awareness and understanding of health, safety and environment principles and their practical application in the workplace.
4. Ability to provide excellent customer service and portray a professional approach to TasPorts internal staff and external customers and clients.

5. Proven ability to effectively communicate with a wide range of internal and external stakeholders both verbally and in writing.
6. Possess basic computer skills with the ability to use Microsoft Office software.

QUALIFICATIONS

Essential

- Working at heights training
- Confined space training
- Current first aid qualification
- Open forklift licence
- Ability to acquire MSIC which requires a national police check

Desirable

- Possession of Dogman certificate
- Possession of basic rigging training
- Chainsaw operations licence
- Radio operations certificate
- Dangerous goods licence
- Winch operations licence
- HC Drivers licence
- Coxswain certificate
- Current Safety at Sea Certificate